



LAW ENFORCEMENT CONSULTANT I,
COMMISSION ON PEACE OFFICER
STANDARDS AND TRAINING

SALARY RANGE: \$5,369 - \$6,477 monthly

OPEN EXAMINATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

FINAL FILING DATE: Continuous Testing

Cutoff Dates:
April 11, 2008
October 10, 2008

Tentative Exam Dates:
Week of May 5, 2008
Week of November 3, 2008

Please submit an application (Form Std. 678) to the address indicated below, click on this link <http://www.spb.ca.gov/jobs/stateapp.htm> to access the application form:

(Applicant's exam date will be determined by the postmark of the application)

Commission on Peace Officer Standards & Training
Attention: Personnel Office
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION - POSITIONS EXIST IN SACRAMENTO ONLY

An open merged eligible list will be established and the names of successful competitors are merged into the list in order of final scores, regardless of dates. Eligibility expires 12 months after it is established *unless* the needs of the service and the conditions of the list warrant a change in this period. Candidates are eligible to compete only once in a 12-month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: Applicants must meet the education and/or experience requirements by cutoff dates as noted for this examination.

MINIMUM QUALIFICATIONS

Experience: Two years at the level of Sergeant, in law enforcement, with full-time responsibilities in the area of program research and development, personnel, and/or training program development and implementation,

and

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree or higher. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Additional Desirable Qualifications: Experience in developing and presenting complex law enforcement training programs. Experience with current computer and communications technologies. Four-year or advanced college degree(s) in management or public administration.

THE POSITION: This position is the first entry and journey person level in the series. Incumbents in this class are typically assigned to specific projects associated with POST's strategic goals, given the less difficult consulting assignments within the Commission, or work closely with a Law Enforcement Consultant II on difficult complex assignments. Incumbents receive general direction from a Senior Law Enforcement Consultant and may be assigned to work directly with a Law Enforcement Consultant II. Typical tasks include consulting with local government and law enforcement agency officials regarding POST's programs, issues impacting law enforcement, and training and other changes needed to keep law enforcement at its best; applying management principles and practices in the development of new law enforcement organizations and systems; researching and writing complex management reports for statewide use; responding to highly sensitive political and legal issues; resolving complex governmental/managerial problems; directing the work of multidisciplinary committees in designing new or amending current programs; creating or promoting innovative product solutions; preparing detailed written recommendations for policy or program changes with statewide impact; developing instructional materials for law enforcement agencies, training schools, and colleges participating in Commission programs.

Duties may also include consulting with and assisting local government, law enforcement, and community college officials in the development and administration of law enforcement training and education and crime prevention programs; evaluating and recommending changes to client practices in hiring, supervising, training, and management quality; evaluating and recommending changes to client operations for increased safety and decreased liability; making presentations at Commission meetings and at other public meetings; and representing the Commission at formal and informal meetings of law enforcement, academic, labor or other groups.

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW

This examination will consist of a qualifications appraisal interview, weighted 100%. The interview will include a number of pre-determined, job-related questions. In order to obtain a position on the eligible list, a minimum overall rating of 70.00% must be attained. Based upon the need as determined by the department, the examination may be held in multiple locations.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Scope: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination process will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
1. The provisions of applicable State and Federal laws, rules, and regulations related to peace officer standards and training.

2. Current issues and problems of the California law enforcement community.

3. Contemporary law enforcement operational methods and procedures.

4. Effective training principles and methods as applied to peace officer training.

5. The principles and practices of personnel management, supervision, and selection as applied to law enforcement.
- B. Ability to:
1. Communicate effectively with diverse groups and individuals.

2. Identify and address sensitive issues and situations.

3. Design, develop, implement, and manage major specialized training programs.

4. Research complex, statewide, program, and policy issues and prepare comprehensive, sensitive, and complex documents for statewide use.

5. Establish and maintain cooperative interactions with the public, law enforcement, governmental, educational, and private sector organizations and agencies.

6. Analyze broad, complex, legal, and politically sensitive issues accurately and take appropriate action.

7. Apply management principles and practices in the development of new law enforcement organizations and systems.

8. Make comprehensive presentations at formal and informal meetings of law enforcement, academic, labor and other special interest groups.

Veterans Preference Credit **will not** be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Commission on Peace Officer Standards and Training Personnel Office in Sacramento, (916) 227-3927 or (916) 227-3934, three weeks after the cutoff date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/ her prior to the day of the interview due to a verified postal error, he/ she will be rescheduled upon written request.

Applications are available at State Personnel Board offices or at its website "www.spb.ca.gov," local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PERSONNEL OFFICE 1601 Alhambra Boulevard Sacramento, CA 95816-7083 Telephone: (916) 227-3927 or (916) 227-3934

California Relay Service for the Deaf or Hearing-Impaired: From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922

TDD is a telecommunications device for the deaf and is reachable only from telephones equipped with a TDD device.